



## Home showings

Another safety issue arises from showing homes to people you do not know. They may call from various advertising that you do to highlight your properties.

It is advisable to follow the same guidelines when showing the home as you would for an open house but here are some additional and important areas to focus on to be sure you are safe.

When you receive a call from a potential client who wants to see a home that you gather enough information to be sure you are making a safe showing. It is best to try to have them come to the office to meet you or meet you at a public place like a coffee shop to gather information prior to showing them a home. Be skeptical of anyone wanting to see a home that is unwilling or doesn't have time to meet you prior to the showing.

If you do survey the potential client, here is some sample information to gather.

- ✓ Name, address, phone number, and email address
- ✓ Are they working with an agent, if yes, who is the agent?
- ✓ How did they hear about the home you are going to show them?
- ✓ Get a choice of times that they can see and you can show the home. Select the safest time.

**When showing the home follow the guidelines for open homes and model homes. The most important ones are:**

- ✓ **Try to have at least one other person working with you at the home.**
- ✓ Keep your cell phone and your car keys with you at all times. Keep your handbag locked in the trunk of your vehicle.
- ✓ If you are showing the home to multiple people, keep them together. This is for home security and your security.

*(Sources: Washington Real Estate Safety Council; City of Mesa, AZ; Georgia Real Estate Commission, National Association of Realtors)*



## SDPD DIVISIONS

For general information please contact your local police substation.

Division	Phone Number
Central	(619) 744-9500
Eastern	(858) 495-7900
Mid-City Division	(619) 516-3000
Northeastern	(858) 538-8000
Northern	(858) 552-1700
Northwestern	(858) 523-7000
Southeastern	(619) 527-3500
Southern	(619) 424-0400
Western	(619) 692-4800

**For more information, online visit:**  
[www.sandiego.gov/police/](http://www.sandiego.gov/police/)

**June 11, 2018**



**SAN DIEGO POLICE DEPARTMENT  
Media Services**

# Realtor Safety

As a realtor you can be exposed during the course of your work to numerous unfamiliar people while performing normal real estate functions.

The two functions covered in this information:

- 1. Open Houses**
- 2. Home showings**



## Open Houses

**Stay safe by practicing these guidelines.**

- ✓ **If possible, always try to have at least one other person working with you at the open house.**
  - **Some possibilities include: Title Representatives, Loan Officers, Other agents from your office, Escrow Agents, or family members**
- ✓ Check your cell phone's strength and signal prior to the open house. Have emergency numbers programmed on speed dial, and always keep your phone with you.
- ✓ Upon entering a house for the first time, check all rooms and determine several "escape" routes. Make sure all deadbolt locks are unlocked to facilitate a faster escape.

- ✓ Make sure that if you were to escape by the back door, you could escape from the backyard. Frequently, high fences surround yards that contain swimming pools or hot tubs.
- ✓ Place one of your business cards, with the date and time written on the back, in a kitchen cabinet.
  - Note on it if you were the first to arrive or if clients were waiting.
- ✓ Have all open house visitors sign in. Ask for full name, address, phone number and e-mail.
- ✓ When showing the house, always walk behind the prospect. Direct them; don't lead them.
  - Say, for example, "The kitchen is on your left," and gesture for them to go ahead of you.
- ✓ If more than one person in party, keep them together.
- ✓ Avoid attics, basements, and getting trapped in small rooms.
- ✓ Communicate frequently with the office, your answering service, a friend or a relative that you will be calling in every hour on the hour. And if you don't call, they are to call you.
- ✓ Inform a neighbor that you will be showing the house and ask if he or she would keep an eye and ear open for anything out of the ordinary.

- ✓ Don't assume that everyone has left the premises at the end of an open house. Check all of the rooms and the backyard prior to locking the doors. Be prepared to defend yourself, if necessary.
- ✓ When a person comes into the home, have them complete a guest register that includes their full name, address, phone number, e-mail, and vehicle information.
- ✓ If you have a computer that you use at the home, lock the computer to the desk where you are connected. An option is to use and carry a tablet as you show the home.
  - Computer locks are available for about \$14.00 to \$30.00.



## Model Home Safety

**If you are showing model homes, here are three tips that can help keep you safe.**

- ✓ If possible, always try to have at least one other person working with you at the home.
- ✓ When a person comes through the office to view a model home, have them complete a guest register that includes their full name, address, phone number, e-mail, and vehicle information.
- ✓ Keep your cell phone and your car keys with you at all times. Keep your handbag locked in the trunk of your vehicle.
- ✓ When closing the model homes for the night, never assume that the home is vacant. Check the interior of the house prior to locking the doors, working from the top floor to the bottom, back of the house to the front, locking the doors behind you. Be familiar enough with each home to know the exits. Be aware of your surroundings. Be prepared to protect yourself.